

# ***Shops Facilities Maintenance***

(Administrative Services Department)

## ***Highlights and Division Program Budget Detail***

### **Shops Facilities Maintenance Program**

This program provides for the centralization of projects and the associated expense to maintain and repair the outside areas of the City of Salem shops complex located between 20th and 22nd Streets SE. Costs for repair and maintenance of the facilities' common areas is equitably distributed to all benefiting parties located at the shops complex.

The type of maintenance and repair work performed typically includes:

- Maintaining the limited amount of turf and landscaping
- Repairing asphalt potholes and resurfacing minor asphalt areas, which have totally disintegrated
- Re-stripping the pavement marking lines and sweeping the asphalt to remove debris fallen from construction vehicles
- Maintaining exterior lights (including funding for electricity)
- Repainting signs and repairing fencing as necessary
- Collection of on-site garbage and operational debris (including payment to a private, franchised solid waste hauler)
- Recycling of materials as required and/or cost effective

The FY 2008-09 budget contains maintenance and repair programs which have been conducted historically. All maintenance and repair activities will be conducted at the same level as previous years.

**CITY SERVICES FUND RESOURCES  
SHOPS FACILITIES MAINTENANCE  
(355-20-35)  
FY 2008-09**

Acct.

**No. Description**

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**35213 INTRA CITY BUDGETED TRANSFERS**

Funds received from participating/benefiting funds:

General Fund:

Parks Operations (101-27501030) \$ 14,630

Facilities Maintenance (101-20400000) 11,230

Public Works Fund (155-58304510) 14,420

Water and Sewer Fund (310-58503000 and 58502000) 25,700

City Services Fund:

Fleet Services (355-20306000) 18,900

Printing and Reprographics (355-59200000) 1,300

Communications (355-35450000) 2,580 \$ 88,760

CITY OF SALEM RESOURCES  
2008 TO 2009  
FUND NO. 355  
CITY SERVICES

Department: Administrative Services  
Cost Center: Shops Facilities Maintenance  
Cost Center No: 20-35-00-00

Acct Code	Account Name	2nd Yr		1 st Yr		Budget			Mgr Rec 08-09
		Budget 05-06	Actual 05-06	Budget 06-07	Actual 06-07	Budget 07-08	Dept Rec 08-09	Difference from 07-08	
35213	INTRA CITY - BUDGETED TRANSFERS	\$ 78,770	\$ 78,770	\$ 84,470	\$ 84,470	\$ 87,020	\$ 88,760	\$ 1,740	\$ 88,760
	Total Internal	\$ 78,770	\$ 78,770	\$ 84,470	\$ 84,470	\$ 87,020	\$ 88,760	\$ 1,740	\$ 88,760
39910	BEGINNING WORKING CAPITAL	\$ 76,160	\$ 26,607	\$ 25,180	\$ 46,912	\$ 67,430	\$ 48,200	\$ (19,230)	\$ 48,200
	Total Beginning Balance	\$ 76,160	\$ 26,607	\$ 25,180	\$ 46,912	\$ 67,430	\$ 48,200	\$ (19,230)	\$ 48,200
	Total Resources	\$ 154,930	\$ 105,377	\$ 109,650	\$ 131,382	\$ 154,450	\$ 136,960	\$ (17,490)	\$ 136,960

**CITY SERVICES  
SHOPS FACILITIES MAINTENANCE  
(355-20-35)  
FY 2008-09**

Acct No.	Description	Dept Rec	Mgr Rec
<b>53815</b>	<b>INTRA CITY - INTERDEPARTMENTAL REIMBURSEMENTS</b>		
	Facilities support of shops common areas	\$ 4,510	\$ 4,510
	Parks landscaping of shops common areas	25,990	25,990
	Public Works support to minor paving and striping of shops common areas	26,610	26,610
		\$ 57,110	\$ 57,110

**CITY OF SALEM BUDGET  
2008 TO 2009  
FUND NO. 355  
CITY SERVICES**

Department: Administrative Services  
Cost Center: Shops Facilities Maintenance  
Cost Center No: 20-35-00-00

Acct Code Account Name	2nd Yr		1 st Yr		Budget			
	Budget 05-06	Actual 05-06	Budget 06-07	Actual 06-07	Budget 07-08	Dept Rec 08-09	Difference from 07-08	Mgr Rec 08-09
52130 SUPPLIES	\$ 100	\$ 96	\$ 100	\$ -	\$ 100	\$ 100	\$ -	\$ 100
52405 TELEPHONE - OFFICE	200	-	-	-	-	-	-	-
52670 OTHER PROFESSIONAL SERVICES	-	-	-	239	-	-	-	-
53380 OTHER MAINTENANCE & REPAIRS	-	-	1,000	16,440	1,000	1,000	-	1,000
53620 ELECTRIC	18,040	10,593	12,000	10,845	12,000	11,000	(1,000)	11,000
53650 REFUSE DISPOSAL	18,080	17,663	20,000	18,035	20,000	19,000	(1,000)	19,000
53815 INTRA CITY - INTERDEPT. REIMBURS.	52,630	24,303	54,310	33,461	61,750	57,110	(4,640)	57,110
53840 MOTOR POOL RENTAL	-	-	100	-	100	100	-	100
53851 COPY	-	-	-	-	-	50	50	50
53860 BUILDING SERVICES	-	-	-	-	-	500	500	500
53900 COST ALLOCATION PLAN	5,810	5,810	3,920	3,920	790	4,080	3,290	4,080
<b>Total Materials &amp; Services</b>	<b>\$ 94,860</b>	<b>\$ 58,465</b>	<b>\$ 91,430</b>	<b>\$ 82,939</b>	<b>\$ 95,740</b>	<b>\$ 92,940</b>	<b>\$ (2,800)</b>	<b>\$ 92,940</b>
<b>Total Requirements</b>	<b>\$ 94,860</b>	<b>\$ 58,465</b>	<b>\$ 91,430</b>	<b>\$ 82,939</b>	<b>\$ 95,740</b>	<b>\$ 92,940</b>	<b>\$ (2,800)</b>	<b>\$ 92,940</b>

